

16.4 regarding standby, compensatory overtime shall be calculated at the same rate as overtime pay. No employee may accumulate more than 40 hours compensatory time. In the event the employee earns comp-time in a pay period that will result in that employee exceeding the 40-hour balance, the additional hours (except those earned as straight-time compensatory time for standby duty) will be paid as overtime pay for that pay period.

#### Section 16.7 Flexible Working Hours

The department head may, at the request of an employee, authorize such employee to work a schedule of 40 hours per week where some workweek hours per week are other than between 8:00 A. M. to 5:00 P. M., if the department head finds such work schedule is consistent with the operational needs of the department. Approval of a flexible working schedule shall be subject to approval by the department head and City Manager in writing and a copy shall be placed in the employee's personnel file. Initial approval of a flexible work schedule does not entitle or guarantee the employee the right to maintain that flexible work schedule and approval of a flexible work schedule does not limit the rights of management to reassign work hours should the operational needs of the department change on a permanent or temporary basis. To the extent possible, the City agrees to provide notice ten (10) working days in advance of a modification in an employee's previously approved flexible work schedule except for short term modifications or extenuating circumstances.

#### Section 16.8 Weekend Work

Where the seasonal operating needs of a department make it necessary for some employees to work on Saturday and/or Sunday in lieu of the regular Monday through Friday workweek, such weekend work assignments shall be made on a rotational basis based on length of service with the City. To the extent possible, the assignment of weekend work shall be scheduled in advance of the work season.

#### Section 17. Holidays

##### Section 17.1 Holiday Pay

Regular full-time employees shall be entitled to observe all authorized holidays at full pay, not to exceed eight hours for any one day, provided they are in a pay status on both their regularly scheduled workdays immediately preceding and following the holiday.

##### Section 17.2 Authorized Holidays

(a) The following are the eleven (11) authorized holidays:

New Year's Day  
Martin Luther King Day  
Presidents Day

Veterans Day  
Thanksgiving Day  
Day after Thanksgiving Day

Memorial Day  
Independence Day  
Labor Day

Day before Christmas Day  
Christmas Day

(b) If a holiday falls on Sunday, such holiday shall be observed on the Monday following. If a holiday falls on a Saturday, such holiday shall be observed on the preceding Friday.

(c) The day before Christmas Day shall be observed as follows:

| If Christmas Day falls on | Day before Christmas is observed on |
|---------------------------|-------------------------------------|
| Monday                    | Tuesday following                   |
| Tuesday                   | Monday before                       |
| Wednesday                 | Tuesday before                      |
| Thursday                  | Friday after                        |
| Friday                    | Thursday before                     |
| Saturday                  | Thursday before                     |
| Sunday                    | Friday before                       |

(d) Holidays for library employees shall be observed in the following manner:

(1) If a holiday falls on a Friday or Saturday, employees who would be otherwise normally scheduled to work on Saturday shall be scheduled to get Friday, Saturday, and Sunday of that weekend as days off.

(2) If a holiday falls on a Sunday, it shall be observed on the following Monday. Employees who would otherwise be normally scheduled to work the previous Saturday would be scheduled to work the previous Friday instead.

(3) If a holiday falls on a Monday, employees who would otherwise normally be scheduled to work on Saturday shall be scheduled to work on the previous Friday and shall be scheduled to get Saturday, Sunday, and Monday as days off.

(4) If the City exercises its right to reschedule employees and open the library on a holiday weekend, employees who work on the holiday shall receive compensation as described in Section 17.3. If an employee works on such weekend, does not work on the holiday, and does not receive a day off with pay during such weekend, the employee will be allowed to take a day off with pay at a later time.

### Section 17.3 Work Performed on a Holiday

Any regular full-time employee who is required to work on any of the holidays specified in Subsection 17.2 above shall, in addition to receiving regular pay for such holiday, be paid two and one-half (2-1/2) times the employee's regular straight-time rate of pay for all hours actually

worked on such holiday; provided, however, that employees assigned to standby duty as provided in Subsection 16.4 (Stand-by Duty) above on such holiday shall receive one and one-half (1-1/2) times their regular straight-time rate for all hours actually worked on such holiday. For purposes of this section, holidays will be those days on which the holiday is actually observed.

#### Section 17.4 Holiday During Vacation

In the event any of the holidays specified in Subsection 17.2 above occurs while an employee is on vacation, the holiday shall not be charged to vacation.

#### Section 18. Vacation Leave

##### Section 18.1 Vacation Allowance

As of March 12, 2001, regular full-time employees shall accrue vacation leave as follows:

| Length of Service | Vacation Hours Earned Biweekly |
|-------------------|--------------------------------|
| 0-5 years         | 3.078 hours                    |
| 6-10 years        | 4.615 hours                    |
| 11th year         | 4.925 hours                    |
| 12th year         | 5.229 hours                    |
| 13th year         | 5.538 hours                    |
| 14th year         | 5.848 hours                    |
| 15th year         | 6.152 hours                    |
| 16-20 years       | 6.460 hours                    |
| 21-24 years       | 6.770 hours                    |
| 25th year or more | 7.080 hours                    |

##### Section 18.2 Accumulation

No employee may accumulate more than 280 hours vacation leave; provided, however, that an employee may request permission from the City Manager to accumulate additional hours for a specific purpose. Once an employee has accumulated 280 hours (or the maximum authorized by the City Manager), that employee will not accumulate any additional vacation time until the employee's leave balance drops below 280 hours.

An employee whose vacation leave balance exceeds 280 hours as of March 12, 2001, will have the hours in excess of 280 transferred to a separate account. Such employee will have six months to develop a plan for using the balance in this account. Any hours not used will be paid to the employee at the employee's hourly rate as of March 12, 2001.

The City Manager may require any employee to use at least 80 hours vacation leave in a calendar year to the extent such vacation leave has been accumulated. The City Manager may also allow an employee to accumulate vacation hours in excess of 280 if the employee's